

**AGENDA**  
**REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL**  
**121 WEST FIFTH STREET, HOLTVILLE, CALIFORNIA**

**March 9, 2015**  
**OPEN SESSION**  
**6:00 PM**

**Ginger Ward, Mayor**  
**Jim Predmore, Mayor Pro Tem**  
**Mike Goodsell, Council Member**  
**David Bradshaw, Council Member**  
**Richard Layton, Council Member**

**Steve Walker, City Attorney**  
**Denise Garcia, Interim City Clerk**  
**Nick Wells, City Manager**  
**Pete Mellinger, City Treasurer**

**THIS IS A PUBLIC MEETING**

*If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time the item is being addressed. State your name for the record. All other items can be addressed during the Public Comments portion of the agenda. The Mayor reserves the right to place a time limit on each person asking to be heard.*

**CITY COUNCIL**

**CLOSED SESSION 5:30 PM**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION/DISCIPLINE/DISMISSAL/RELEASE:**

*(Government Code Section 54957(b) 1)*

**TITLE: City Clerk**

**CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957.6)*

**Agency Negotiator: City Manager/City Attorney**

**Classified Employees**

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957.6)*

**City Manager Evaluation**

**Evaluation Criteria**

**CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**

*(Government Code Section 54956.9(a))*

**City of Holtville vs. Black Dog Farms**

**City of Holtville vs. Willowbend Mobile Home Park**

**CITY COUNCIL: Meeting Called To Order**

**PLEDGE OF ALLEGIANCE:**

**INVOCATION: Jim Roberts, Director of Christian Education, St. Paul's Lutheran Church**

**CITY CLERK RE: Verification of Posting of the Agenda**

**EXECUTIVE SESSION ANNOUNCEMENTS: Steve Walker, City Attorney**

**PUBLIC COMMENTS:** This is time for the public to address the City Council on any item that is the subject of this Special meeting. The Mayor reserves the right to limit the speaker's time. The Mayor will recognize you and when you come to the microphone, please state your name and address for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

## **CONSENT AGENDA:**

*The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the New Business Agenda.*

1. Approval of the Minutes from the City Council Meeting of March 23, 2015.
2. Current Demands 34333 to 34344

## **REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:**

### **NEW BUSINESS:**

3. **Discussion/Related Action** to Adopt **RESOLUTION#15-04** Declaring Certain Items Surplus Property and Trading these Items to Van Dyke Corporation – Nick Wells, City Manager
4. **Discussion/Related Action** Authorizing the Utilization of On-Call Professional Services to be Provided by Previously Vetted and Approved Firms – Nick Wells, City Manager
5. **Discussion/Related Action** Regarding the City's Streets Rehabilitation Program – Nick Wells, City Manager/Jack Holt, City Engineer
6. **Discussion/Related Action** Regarding the Appointment of a City Representative(s) and the Approval of Related Expenses for the City's Attendance at the 2015 Southern California Association of Governments Regional Conference & General Assembly – Nick Wells, City Manager

### **INFORMATION ONLY:**

7. Information Only regarding the Wastewater Plant Violations Summary Report – Frank Cornejo, Water/Wastewater Supervisor
8. City Manager Report – Nick Wells
  - a. Police Chief – Manuel De Leon
  - b. Public Works Foreman – Alex Chavez
  - c. Water/Wastewater Supervisor – Frank Cornejo
9. Items for Future Meetings

## **ADJOURNMENT:**

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on March 6, 2015.

①

MEETING DATE:	3-9-15
APPROVED FOR AGENDA	
CITY MANAGER	<i>[Signature]</i>
FINANCE MANAGER	
CITY ATTORNEY	

**THE MINUTES OF THE REGULAR MEETING OF  
THE HOLTVILLE CITY COUNCIL**

**February 23, 2015**

The regular meeting of the Holtville City Council was held on Monday, February 23, 2015 at 5:30 p.m. in the Civic Center. Council Members present were Richard Layton, David Bradshaw, Ginger Ward, Jim Predmore, and Mike Goodsell. Staff members present were Nick Wells, Denise Garcia, and Alex Silva. City Attorney Steve Walker and City Treasurer Pete Mellinger were also present. City Engineer Jack Holt and City Planner Justina Arce were absent.

**CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:**

Mayor Ginger Ward called the meeting to order at 5:31 p.m.

**CITY COUNCIL & SUCCESSOR AGENCY OPEN SESSION MEETING CALLED TO ORDER:**

Mayor Ginger Ward called the meeting to order at 6:04 p.m.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Ginger Ward.

**INVOCATION:**

James Predmore led the invocation.

**CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:**

The Interim City Clerk verified that the agenda was duly posted on February 20, 2015.

**EXECUTIVE SESSION ANNOUNCEMENTS:**

None

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION/DISCIPLINE/DISMISSAL/RELEASE:**

*(Government Code Section 54957(b)(1))*

TITLE: City Clerk

No Reportable Action Taken.

**CONFERENCE WITH LABOR NEGOTIATORS:**

*(Government Code Section 54957.6)*

Agency Negotiator: City Manager/City Attorney

Classified Employees

No Reportable Action Taken.

**PUBLIC EMPLOYMENT:**

*(Government Code Section 54957.6)*

City Manager Evaluation

Evaluation Criteria

No Reportable Action Taken.

**CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**

*(Government Code Section 54956.9(a))*

City of Holtville vs. Black Dog Farms

City of Holtville vs. Willowbend Mobile Home Park

No Reportable Action Taken.

**PUBLIC COMMENTS:**

Arnold Lovio was present, representing Mecca Trailer Park, reporting that there are plans to clean up the park and have the license re-issued. Brand new mobile homes and landscaping are part of their plan. Supervisor Ray Castillo was also present and stated that the County of Imperial had enough money to replace twenty six mobile homes.

## **CONSENT AGENDA:**

- 1. Approval of the Regular Minutes of the City Council Meeting of February 9, 2015.**
- 2. Current Demands #34286 To #34332.**

A motion was made by Mr. Layton and seconded by Mr. Bradshaw to approve Consent Agenda items 1 and 2. All members were present and the motion carried in the form of a roll call vote.

AYES: Layton, Ward, Predmore, Goodsell, Bradshaw  
NOES: None  
ABSENT: None  
ABSTAIN: None

## **REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:**

Alex Silva informed Council that he had completed and presented his monthly and yearly report.

Jim Predmore reported that he attended the State of the County Address and would also be attending an ICTC meeting on March 12<sup>th</sup>.

Ginger Ward reported that she attended a Local Government meeting regarding the Salton Sea Restoration.

Mike Goodsell reported that he attended an Airport Land Use Commission meeting and he also announced the High School Powder Puff Football Game.

David Bradshaw reported that he attended the State of the County and the State of Imperial Address events.

Nick Wells reported that he attended the State of the County Address. He also informed Council that the Outfall Main Project has demobilized, request for bids for the wastewater plant project were advertised, and that his band would be performing at the Imperial County Fair starting on Friday. Mr. Wells then introduced the City's newest employee, Hector Orozco.

## **UNFINISHED BUSINESS:**

**None**

## **NEW BUSINESS:**

- 3. Discussion/Related Action regarding Support for the Imperial Irrigation District's Efforts in Regard to the State of California's Unmet Restoration Obligation at the Salton Sea – Nick Wells, City Manager**

A motion was made by Council Member Predmore and seconded by Mr. Goodsell to approve a letter of support once it has been submitted to and reviewed by the City Manager. All members present were in favor and the motion carried in the form of a roll call vote.

AYES: Bradshaw, Layton, Ward, Predmore, Goodsell  
NOES: None  
ABSENT: None  
ABSTAIN: None

- 4. Discussion/Related Action regarding 2014-15 Mid Year Budget Review – Nick Wells, City Manager**

This item was information only; no action taken.

**INFORMATION ONLY:**

- 5. City Manager Report – Nick Wells**
- a. Fire Chief – Alex Silva**
  - b. Public Works Foreman – Alex Chavez**
  - c. Water/Wastewater Supervisor – Frank Cornejo**

**Staff Reports**

Written reports were provided by the following: City Manager, Water/Wastewater Supervisor, Fire Chief, and Public Works Foreman. Direction was given to the City Manager to schedule a discussion item for the agenda regarding attendance to the SCAG Regional Conference on May 7<sup>th</sup> and 8<sup>th</sup>.

**ADJOURNMENT:**

There being no further business to come before Council, Mayor Ward adjourned the meeting at 7:00 p.m.

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Virginia Ward, Mayor

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Denise Garcia, Interim City Clerk

2

CITY OF HOLTVILLE  
Monthly Check Register

MEETING DATE:	3-9-15
Page:	1
APPROVED FOR AGENDA	<i>M</i>
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

Date : 3/6/2015 9:14:54 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 34333      Check Date : 2/25/2015 Vendor : 8041 AFLAC						
10	66216	2/24/2015	743652	INSURANCE PREMIUM	Admin.	122.81
Invoice Amount : 122.81		Discount Amount : 0.00		Check Amount :		122.81
Check Number : 34334      Check Date : 2/25/2015 Vendor : 1452 AVAYA , INC.						
10	66222	2/24/2015	2733369099	TELEPHONE EQUIPMENT	PD	69.77
Invoice Amount : 69.77		Discount Amount : 0.00		Check Amount :		69.77
Check Number : 34335      Check Date : 2/25/2015 Vendor : 7699 CWEA						
11	66215	2/24/2015	2015 CWEA CONF.	CWEA ANNUAL CONFERENCE	Frank Cornejo PW	320.00
Invoice Amount : 320.00		Discount Amount : 0.00		Check Amount :		320.00
Check Number : 34336      Check Date : 2/25/2015 Vendor : 4572 EMPIRE SOUTHWEST						
12	66225	2/25/2015	BACKHOE	CATERPILLAR BACKHOE	PW	69,699.64
Invoice Amount : 69,699.64		Discount Amount : 0.00		Check Amount :		69,699.64
Check Number : 34337      Check Date : 2/25/2015 Vendor : 1908 IMPERIAL COUNTY OFFICE OF EDUCATION						
10	66219	2/24/2015	15-003 3RD Q.	DEMARICATION POINTS	FD	1,250.00
Invoice Amount : 1,250.00		Discount Amount : 0.00		Check Amount :		1,250.00
Check Number : 34338      Check Date : 2/25/2015 Vendor : 1026 IMPERIAL IRRIGATION DISTRICT						
10	66220	2/24/2015	2/15 PARKS	PARKS ELECTRICITY	Admin	1,709.87
10	66221	2/24/2015	2/15	ELECTRICITY		3,382.54
11	66221	2/24/2015	2/15	ELECTRICITY		6,844.67
12	66221	2/24/2015	2/15	ELECTRICITY		4,288.21
Invoice Amount : 16,225.29		Discount Amount : 0.00		Check Amount :		16,225.29
Check Number : 34339      Check Date : 2/25/2015 Vendor : 8106 JAMES PREDMORE						
10	66213	2/24/2015	3/05/15	TRAVEL TO SCAG MONTLY MEETING	Council	58.00
10	66214	2/24/2015	2/05/15	TRAVEL REIMB. FOR SCAG MEETING		18.00
Invoice Amount : 76.00		Discount Amount : 0.00		Check Amount :		76.00
Check Number : 34340      Check Date : 2/25/2015 Vendor : 8341 LABOR COMPLIANCE CONSULTANTS OF SO CALIFORNIA						
22	66212	2/24/2015	130	LABOR COMPLIANCE	Alamo River	578.00
Invoice Amount : 578.00		Discount Amount : 0.00		Check Amount :		578.00
Check Number : 34341      Check Date : 2/25/2015 Vendor : 8340 NORTH GARDENS MANAGEMENT LLC						
22	66211	2/24/2015	1011502	PROJECT MANAGEMENT	Alamo River	3,400.00
Invoice Amount : 3,400.00		Discount Amount : 0.00		Check Amount :		3,400.00
Check Number : 34342      Check Date : 2/25/2015 Vendor : 1450 PITNEY BOWES GLOBAL FINANCE SERVICES LLC						
10	66218	2/24/2015	2643668-FB15	POSTAGE MACHINE EQUIPMENT	Admin	108.29
11	66218	2/24/2015	2643668-FB15	POSTAGE MACHINE EQUIPMENT		108.29
12	66218	2/24/2015	2643668-FB15	POSTAGE MACHINE EQUIPMENT		108.31
Invoice Amount : 324.89		Discount Amount : 0.00		Check Amount :		324.89
Check Number : 34343      Check Date : 2/25/2015 Vendor : 4575 PYRAMID CONSTRUCTION, INC.						
22	66210	2/24/2015	APP.#3 3054	CONSTRUCTION PAYMENT # 3	Alamo River	11,454.18
Invoice Amount : 11,454.18		Discount Amount : 0.00		Check Amount :		11,454.18

## CITY OF HOLTVILLE Monthly Check Register

Date : 3/6/2015 9:14:54 AM

User Name : Lee Ann

Calendar Month/Year : <ALL> <ALL>

Fund	Transaction	Due Date	Invoice Number	Description	PO Number	Amount
Check Number : 34344		Check Date : 2/25/2015				
Vendor : 2524 VALLEY TESTING						
10	66223	2/24/2015	25021	NEW EMPLOYEE DRUG TESTING		PW 52.45
Invoice Amount : 52.45		Discount Amount : 0.00		Check Amount :		52.45

Total Number of Vendors	:	12	:	0.00
Total Number of Checks Printed	:	12		
Total Number of Voided Checks	:	0		
Largest Check Amount	:	69,699.64		
Total for all Checks Printed	:	103,573.03		
Total for Voided Checks	:	0.00		
Net Amount of Checks Printed	:	<u>103,573.03</u>		

### Summary

Fund	Amount
10 GENERAL FUND	6,771.73
11 WATER	7,272.96
12 SEWER	74,096.16
22 LOCAL TRANSPORTATION FUND - TDA	15,432.18

City of Holtville  
REPORT TO COUNCIL

MEETING DATE:	3-9-15
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED:** March 9, 2015  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** Resolution No. 15-04 *Surplus of City Property in Equipment Exchange*

**ISSUE**

Shall the City Council approve Resolution 15-04 declaring Public Works property to be surplus to the needs of the city and direct staff to exchange the vehicle for equipment of commensurate value with Van Dyke Corporation?

**DISCUSSION**

Municipal Code (Section 2.40.030) provides for the City Council to declare items surplus to the needs of the City. Staff has the duty to recover value for the city.

The City Council may declare the following property as surplus: *1999 Peterbilt Dump Truck*. The City has owned this dump truck for many years. The vehicle gets very little use, as it is larger than our needs usually dictate and requires a Class A licensed driver to operate. The vehicle has just over 13,000 miles on it in over a 25 year span. The City has actually had to replace tires on the vehicle that have been damaged by years of sun exposure on the side walls that still have much remaining tread life.

David Van Dyke, Owner of the Van Dyke Corporation, recently approached by the City as they were completing construction of the Sewer Outfall Main project requesting a trade for the vehicle. He had borrowed the truck on a couple of occasions during the project and felt he could make frequent use of it in his business. Alex Chavez, Public Works Foreman, secured a couple of estimates of the value of the vehicle and proposed a trade for equipment that would be of beneficial use to the City. Two of the items the City would receive in the trade would completely replace the utility of the dump truck in the City's fleet. A 2012 PJ Utility Hydraulic Dump Trailer was included in the list that has nearly the same capacity as the dump truck, as well as a 2009 F350 heavy duty utility pickup truck, which can pull some of the heavier trailered equipment the City owns that could previously only be pulled by the dump truck. Also included was a Bomag Rammer/Tamper/Compactor to be used in street projects. The City's current tamper/compactor was recently repaired after worries that it has outlived its useful life.

**FISCAL IMPACT**

None. This is considered to be an even trade.

**CITY MANAGER RECOMMENDATION**

It is recommended that the City Council approve the surplus and exchange.

**ALTERNATIVES**

Not to authorize.

**HOLTVILLE CITY COUNCIL  
RESOLUTION NUMBER 15-04**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL DECLARING CERTAIN  
HEAVY EQUIPMENT AS SURPLUS PROPERTY**

**WHEREAS**, the Holtville Municipal Code Section 2.40.030 provides for the City Council to declare items surplus to the need of the City under certain qualifying conditions; and

**NOW, THEREFORE, THE CITY OF HOLTVILLE DOES HEREBY RESOLVE:**

1. The City Council does hereby declare the following heavy equipment as surplus to the needs of the City:  
1999 Peterbilt Dump Truck  
13,017 miles, 1,400 Hours  
VIN# 1NPNHD7X8XS476870
2. The City Council does authorize the Purchasing Officer to offer the item for public auction, sealed bid or negotiated exchange.
3. The authorization will take effect upon execution of the Resolution by authorized representatives of the City of Holtville.

**PASSED, APPROVED AND ADOPTED** by Holtville City Council, this 9<sup>th</sup> day of March, 2015.

\_\_\_\_\_  
Virginia Ward, Mayor

Attest:

\_\_\_\_\_  
Denise Garcia, Interim City Clerk

STATE OF CALIFORNIA)  
COUNTY OF IMPERIAL) S.S.  
CITY OF HOLTVILLE)

I, Denise Garcia, Interim City Clerk of the City of Holtville, California, DO HEREBY CERTIFY, that the foregoing Resolution was duly passed, approved and adopted at a regular meeting of the City Council of the City of Holtville, California, on the 9<sup>th</sup> day of March, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**City of Holtville**  
**REPORT TO COUNCIL**

MEETING DATE:	<u>3/9/15</u>
APPROVED FOR AGENDA	
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED:** March 9, 2015  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *Approval of Consultants for Professional Services*

**ISSUE**

Shall the City Council approve a short list of approved consultants for Professional Services and direct staff to invite those with relevant experience to provide bids for upcoming projects?

**DISCUSSION**

In July of 2013, the City of Holtville (City) invited interested consulting firms to submit a Statement of Qualifications (SOQ) for various on-call consultant services. The intent was to streamline contracting procedures to retain the services of a number of consulting firms to assist in the design and delivery of capital improvement projects.

Typical assignments for these on-call services are smaller projects. The scope of work and fee for each specific project will be negotiated on an "as needed" basis and will be in accordance with the fee schedule established in the consultant services agreement. The agreements established through this RFQ will be valid for two years and may be extended by mutual agreement for up to three additional years.

Statements of qualifications were requested in multiple service disciplines including Architecture, Civil Engineering, Construction Management, Cost Estimation, Environmental Planning & CEQA Compliance, Grant Writing, Planning & Permitting, Materials Testing, etc.

Additionally, one of the principals (David Dale) with a vetted firm (Dynamic Consulting), has broken off on his own and has already assisted the City with Construction Management Services and should be added to the list (*resume attached*).

The City has a few current projects which will require procurement of professional services with little to no budget for procurement expenses. These include the Sewer Pre-Treatment Action Plan as well as administration and procurement services for the Sustainable Communities Grant.

**FISCAL IMPACT**

Savings on multiple projects for advertisement requesting proposals.

**CITY MANAGER RECOMMENDATION**

It is recommended that the City Council approve the list of firms and direct staff to procure services on an "as needed" basis.

**ALTERNATIVES**

Not to approve.

Name	Contact	Phone	Architectural Design	Civil Engineering Design	Construction Management & Inspection	Cost Estimation	Drainage Analysis	Environmental Planning & CEQA Compliance	Grant Writing	Landscape Architect	Geotechnical Engineering	Materials Testing	Planning and Permitting	Stormwater SWPPP	Surveying	Utility Coordination Services & Permitting	Waste Water Resource Engineering	Water Quality Regulatory Perm
Anderson Penna	Lisa Penna	lpenna@andpen		x			x		x					x				
Alta Planning + Design	Brett Hondorp	bhondorp@altaplanning.com							x	x			x					
Altum Group	Doug Franklin	doug.franklin@thealtumgroup.com	x	x		x	x	x		x			x	x	x		x	x
BJ Engineering	Jose Avila	bjengineering@sbcglobal.net	x	x	x	x	x		x				x	x	x		x	x
CGIT	Josh Atadero				x						x							
DDE	Tom DuBose	info@dde-inc.net	x	x	x	x	x	x	x				x	x	x		x	x
Dynamic Consulting Engineers	David Dale		x	x									x					
DWC	Doug Wall	doug@dwelconst.com			x	x												
EGI	Kevin Grant				x			x										
Erickson Hall	David Erickson				x													
Estrada Land Planning	Vicki Estrada									x								
Group Delta	Glenn Burks							x			x	x		x				x
Holt Architects	Timothy Holt	tholt@holtarchitects.com	x	x	x	x							x					
Holt Group	Jack Holt	Jack@theholtgroup.net		x	x	x	x	x	x	x	x	x	x	x	x		x	x
Hydrologic Science, Inc.	Manuel Delgado	hydrologic_science@verizon.net					x							x				x
JBL	Timothy Jones			x											x			
Kleinfelder	Marc McIntyre	mrcmcintyre@kleinfelder.com			x					x								
Kimley Horn and Associates	Matt Capuzzi	matt.capuzzi@kimley-horn.com		x					x	x								
KTUA	Michael Singleton	mike@ktua.com							x	x				x				
Landmark Consultants, Inc.	Jeffrey PO. Lyon										x	x						
Mia Lehrer + Associates	Jeff Hutchins	jeff@miagreen.com								x								
MTGL, Inc	Steven Kiock	svaldez@mtginc.com			x						x	x						
PCM	Frank Gamewil	fgamewil@pcmla.com			x	x												
PMC	Phillip Carter	bstark@pmcworld.com						x										
Project Design Consultants	Christopher Morrow			x			x						x	x	x		x	x
PSOMAS	Michael Pollard			x				x					x	x	x		x	x
RECON Environmental	Lisa Lind							x										
RICK Engineering Services	John Goddard	jgoddard@rickengineering.com		x														
RICK Engineering Services	Martin Flores	miflores@rickengineering.com											x					
Rincon	Ryan Birdseye	info@rinconconsultants.com						x					x	x				x
Sierra Testing	Alex Rojas	alex@sierramti.com			x								x	x				
TKD Associates, Inc	Tom Doczi	tkd@tkdinc.net																x
Ultra Systems	Bewtsy Lindsat	blindsay@ultrasystems.com								x								

# DAVID DALE, P.E., P.L.S.

203 Countryside Drive, El Centro, CA 92243

## **PERTINENT EMPLOYMENT HISTORY:**

***Contract District Engineer, Borrego Water District, 2011-Current***

*Dynamic Consulting Engineers, Inc. 2006 – December 2014* – Principal Engineer of this Civil Engineering, Land Surveying and Construction Management firm. Notable accomplishments include: successful start-up and management of this business, doubled gross sales every year starting in 2008 through 2011 during the one of the worst recessions in this nation's history; the successful engineering design and construction management for a multitude of projects within the time and budget allowed; the preparation of successful rate studies implemented through the Prop 218 process; increase in reserves for water districts through recommendations of financial practices; positive and effective coordination and communication with clients and regulatory agencies.

Provide consulting management services to the following public agencies:

***General Manager, Borrego Springs Park Community Service District, 2007-2009***

***General Manager, Seeley County Water District, 2008***

***Contract District Engineer, Seeley County Water District, 2008-2013***

***Contract City Engineer, City of Blythe, California, 2009-2013***

*Imperial Valley College 2012* – Adjunct Professor for Engineering 212 – Dynamics. Relearned the engineering course to teach and give back to the community.

*Nolte Associates 2002-2006* – Began work with Nolte as an Assistant Engineer and quickly rose in the ranks to Engineering Manager in 2005. Work responsibilities included business development, and providing engineering, construction management, and land surveying services to public agencies and private developers.

*The Holt Group 1999-2002* – Began my engineering career with The Holt Group, where I received training and experience in every facet of civil engineering, construction management and land surveying.

## **EDUCATION:**

B.S. Mechanical Engineering, December 1999, California Polytechnic State University Pomona

A.A. General Studies, Mesa Community College San Diego

## REGISTRATIONS/LICENSES:

Professional Land Surveyor, California License No. 8,603  
Professional Civil Engineer, California License No. 63,588  
Qualified SWPPP Developer (QSD) and Practitioner (QSP), Certificate #22676  
Registered Disaster Service Worker California Safety Assessment Program ID#11130

## SELF CHARACTERIZATION IN ORDER OF PRIORITY:

1. Professional attitude and friendly, can-do attitude, work well independently and as a team member, work well with others, high integrity and work ethics, communication skills and maintain good customer relationships. Examples: Started engineering firm from scratch doubling sales each of the first three years; established and maintained return municipal and private clients. Kept employee turnover very low in comparison to industry standards.
2. Responsible and reliable, with a passion for quality, deliver work on schedule, able to prioritize, work well under pressure, goal oriented, self-starting, details-oriented, driven and efficient. Example: The County of Imperial requested completion of plans, specifications and contract documents for their Administration Parking Lot project within three weeks of the notice to proceed. As Project Manager, successfully completed the project within high quality plans within the time frame allotted.
3. Need for professional and personal growth, driven, flexible, enjoy learning new skills, tools, techniques and methodologies. Examples: Studied for and passed Professional Land Surveyor exam, at the same time running a business and working 70 hours a week. Most experience listed below was gained through clients that entrusted the work to me albeit with little or no direct experience because of my ability to quickly learn. Learned information technology techniques and maintained company computers and networks with no formal training.
4. Give back to the community. Examples: Donate time and money to local charity organizations; volunteer for local schools to give speeches about the engineering career field; provide mentoring for children in need through the Imperial County Office of Education; donate Civil Engineering and Surveying services to schools and clients in need. Tangible desire to make a difference in the community.

## PROJECT EXPERIENCE AND EXPERTISE:

### Project Management

Program Management, projects up to \$5 million  
Construction Management, Federal, Municipal and Private Projects up to \$8 million  
Resident Engineer on Federal Projects up to \$5 million  
Project Inspection  
Project Design for Federally Funded Projects (LAPM)

### Municipal Water Systems

Urban Water Management Plans (UWMP)  
Pump Station Design  
Water Treatment Plant Design  
Water Tank Design  
Watershed Sanitary Survey  
Water Distribution System Modeling  
Water Distribution System Design  
Water Master Plans  
Trihalomethane (THM) Reduction Projects

Iron and Manganese Treatment Systems  
Bacteriological Sample Siting Plans

Sewer/Storm Drain Systems

Sewer/Storm Drain Master Plans  
Sewer Collection/Storm Drain System Design  
NPDES Permit Application  
TDS Studies  
Waste Discharge Requirements (WDR) Applications  
Infiltration and Evaporation Ponds Design  
Sewer Lift Stations and Forcemain Design  
Septic System Design  
Residential Onsite Wastewater Treatment Systems  
Wastewater Standard Operation Procedures (SOP) Preparation  
SWPPP Preparation (QSD)  
SWPPP Implementation (QSP)

Roadway/Grading/Other

Grading Plans Preparation/Retention System Design  
Roadway Design  
Curb and Gutter/Sidewalks/Driveway  
Rate Studies/Proposition 218 Process/Preparation of Municipal Budgets  
Plan Checking Development Plans  
Preliminary Engineering Reports Preparation  
Environmental Mitigated Negative Declaration Preparation and Dissemination  
Private Development/Subdivision Plans Preparation  
Completion of Caltrans Resident Engineers Academy  
Grant Writing

Surveying

Survey Benchmark Elevation Adjustment Project  
Plan Checks for Record of Surveys, Parcel Maps, Tentative Maps, Final Maps, Legal Description Preparation

**REFERENCES:**

Alex Meyerhoff  
Community Development Director  
65-950 Pierson Blvd.  
Desert Hot Springs, CA 92240  
760-356-4574

Jerry Rolwing  
General Manager, Borrego Water District  
806 Palm Canyon Drive  
Borrego Springs, CA 92004  
[jerry@borregowd.org](mailto:jerry@borregowd.org)  
760-767-5806

William Brunet, PE  
Director of Public Works  
County of Imperial  
155 S. 11<sup>th</sup> Street  
El Centro, CA 92243  
[williambrunet@co.imperial.ca.us](mailto:williambrunet@co.imperial.ca.us)  
(760) 482-4462

Carlos Beltran, PE  
Dynamic Consulting Engineers, Inc.  
2415 Imperial Business Park Dr. Suite B  
Imperial, CA 92251  
[cbeltran@dceinc.pro](mailto:cbeltran@dceinc.pro)  
(760) 554-0162

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	3/9/15
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	
FINANCE MANAGER	
CITY ATTORNEY	

**DATE ISSUED:** March 9, 2015  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *Pavement Management Program*

**ISSUE**

Shall the City Council direct staff to proceed with a pavement management system for the City streets, including updating the delineation of the Street Conditions map, last updated in 2008?

**DISCUSSION**

The quality of the City of Holtville’s streets has long been a source of pride for the City. Since about 95% of the streets inventory was resurfaced in 1993 through 1996, the quality of the local roadways has been unmatched overall in the area. Since those resurfacing projects, numerous maintenance projects have been undertaken to prolong the life of our streets which have included a variety of overlays, crack seal projects and patching of damaged sections. Of course several street sections have been replaced in recent years as a result of a variety of grant projects. Unfortunately, the general maintenance program has gotten off track for a few years. The last widespread crack seal project was in approximately 2010.

Although the LTA Fund has been used extensively over the past few years, there are a limited amount of Streets funds available. Furthermore, prioritizing Street Maintenance may be an option to place above some other projects as they come along.

To restart the program, the Annual Street Assessment Map, which was last updated in 2008, must be redone. City Engineer Jack Holt has said that the update would take a few days of visual inspection and a few days of CAD work to update. Upon its update, prioritization and scheduling of the repair cycle could be seriously discussed.

**FISCAL IMPACT**

It is estimated that the map update would cost approximately \$5,000 to complete.

**CITY MANAGER RECOMMENDATION**

It is recommended that the City Council approve the expenditure and direct staff to proceed on the update of the map.

**ALTERNATIVES**

Not to approve.

**City of Holtville**  
**REPORT TO COUNCIL**

MEETING DATE:	3/9/15
APPROVED FOR AGENDA	AL
CITY MANAGER	
CITY MANAGER	
CITY CLERK	

**DATE ISSUED:** March 9, 2015  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** *SCAG Participation by City Representatives*

**ISSUE**

Shall the City Council authorize the reimbursement of travel expenses by City representatives at the 2015 Southern California Association of Governments (SCAG) Regional Conference and General Assembly on May 7-8, 2015?

**DISCUSSION**

The Imperial Valley's own Cheryl Viegas-Walker is expected to be elevated to the office of President of SCAG at its General Assembly in May, so area representatives have been encouraged to attend. Several Council members have discussed the option of attendance.

As reimbursement of expenses for multiple Council members would exceed the budgeted Travel expenditures for the Council, staff was directed to investigate options. One member of the Council is eligible for reimbursement as the official delegate and it is hoped that Mr. Predmore, as a Policy Committee member, will have his expenses defrayed.

For remaining participants, hotels are running from \$200 - \$250 in the area and round trip mileage would be approximately \$125. Adding in meal stipends, this would put expenses from \$400 - \$500 per participant. Registration is free for City Council members.

**FISCAL IMPACT**

Up to \$2,000 for travel expenses.

**CITY MANAGER RECOMMENDATION**

It is recommended that the City Council approve the expenditure.

**ALTERNATIVES**

Not to approve.

7

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	<u>3-9-15</u>
APPROVED FOR AGENDA	<u></u>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED:** March 4th, 2015  
**FROM:** Frank Cornejo  
Water/Wastewater Operations Supervisor  
**SUBJECT:** Wastewater Plant Violations Summary Report

***THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.***

The purpose of this report is to inform the council of recent wastewater NPDES permit violations, the causes leading to the incidents of noncompliance, and the actions taken by staff to mitigate further regulatory noncompliance.

**I. Influent Flow violations (background)**

As had occurred in previous years, wastewater plant staff began detecting unusually high influent flows during the late summer-fall of 2014. As council is aware, the Holtville wastewater treatment plant has a design capacity of 0.85 MGD.

During the months of November and December, the wastewater plant experienced excessively high daily influent flow conditions (>.85 MGD), resulting in non-compliance with the average monthly flow limit. The average monthly flows reported for November and December were 0.921 and 0.958 MGD, respectively.

After investigating this matter at length with the wastewater plant staff, PW Crew Leader (Alex Chavez), as well as the City Engineer (Jack Holt), the consensus was that the origin of the excess influent flow was "subsurface infiltration" of IID canal water flowing into faulty sections of the old outfall main pipeline along Thiesen Road. This section of the outfall main ran parallel (< 10 ft. horizontal distance) to the IID's Pear 10 Canal, and had experienced several manhole and pipeline failures in the past several years. Furthermore, the ground water table in this area is very shallow, and was also likely seeping into the outfall main at various points.

**Mitigation measures**

The City of Holtville completed the Outfall Main Pipeline Project in early January, after which the new outfall pipeline was promptly placed into service. By January 20<sup>th</sup>, daily influent wastewater flows were averaging *less than 0.5 MGD*. Subsequently, the influent wastewater daily/monthly flow limits were met for the month of January.

## **II. Bis(2-Ethylhexyl) Phthalate violation (background)**

During the month of January, operations staff informed me that lab results indicated that the *monthly average* effluent limit for Bis(2-Ethylhexyl) Phthalate (5.6 ppb) was exceeded. The value reported was 6.1 ppb.

Bis(2-Ethylhexyl) Phthalate is a “plasticizing” chemical agent used in the manufacture of plastic pipe materials such as Polyvinyl chloride (PVC), commonly used in water and sewer applications.

Due to the fact that there are no such industrial manufacturing facilities producing plastic materials in the City of Holtville, the only likely source of the Bis(2-Ethylhexyl) Phthalate according to staff is the new 18” outfall pipeline itself, that was put into service during January. Staff concur that the 3-mile section of new 18” PVC pipe likely introduced residual traces of Bis(2-Ethylhexyl) Phthalate remaining on the interior surface of the pipe after its manufacture.

### **Mitigation measures**

Staff expects that detectable levels of Bis(2-Ethylhexyl) Phthalate in the effluent wastewater will gradually diminish over the course of the next several months as the new outfall pipeline is “broken in”. We are confident that the Bis(2-Ethylhexyl) Phthalate results for February will be within NPDES Permit requirements.

## **III. Oil & Grease violation (background)**

During the month of January, operations staff informed me that lab results indicated that the daily maximum limit for effluent Oil & Grease (25 ppm) was exceeded. The reported value was 31 ppm.

Typical sources of oil and grease in municipal sanitary sewer systems are food service establishments such as restaurants, cafeterias, and such. At present, there are seven restaurants connected to the city’s sewer system, as well as three local school cafeterias.

During 2014, the City of Holtville adopted a comprehensive Fats-Oils-Grease (FOG) Ordinance, intended to regulate and prevent the introduction of said compounds into the sewer collection system. Conventional wastewater treatment plants are not designed to remove fats-oils-grease from wastewater, and NPDES Permit requirements clearly limit any discharge of such in plant effluent.

### **Mitigation measures**

Typically, mitigation and control measures for F-O-G’s in wastewater are preventive in nature, and include routine on-site inspections by PW staff of all food service facilities.

Public Works Crew Leader Alex Chavez recently informed me that qualified PW personnel had conducted FOG related inspections of all the restaurants during the month of February. Specifically, the inspections were intended to determine adequate use/implementation of grease traps and interceptors. Staff found that only one restaurant was compliant in this regard (Donut Avenue), and that the rest of the facilities had no grease removal systems in place.

In light of the fact the City is currently working on developing a comprehensive Pretreatment Program as required by EPA and Regional Board, and in order to prevent further effluent oil & grease violations, I strongly recommend the City of Holtville require all food service establishments to install and maintain adequate grease removal systems, and that PW staff perform regular inspections of said installations to ensure compliance.

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The City of Holtville's NPDES Permit (CA0104361) stipulates that the "permittee" (City of Holtville) must not exceed 3 incidents of noncompliance within a 6-month period.

Given that there have occurred **4 violations** since November 2014, it is likely that the City will face a monetary fine for fourth violation, and any further violations thereafter within the six-month period. The minimum penalty for said violations is \$3000/per incident. Please note that this does not include or take into account any ongoing effluent ammonia violations, which are exempt under current Cease and Desist Order R7-2009-0061.

As I stated earlier, PW staff is confident that there will be no further Influent Flow or Bis(2-Ethylhexyl) Phthalate related violations.

Respectfully Submitted,



Frank Cornejo,  
Water/Wastewater Operations Supervisor  
City of Holtville

# City of Holtville REPORT TO COUNCIL

MEETING DATE:	3/9/15
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED:** March 9, 2015  
**FROM:** Nick Wells, City Manager  
**SUBJECT:** City Manager Update

## INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

### WATER ENTERPRISE

**Tank Rehab** – Corrosion has developed inside the 2.4 million gallon water storage tank that was completed in 2010. Staff has sought solutions and bids for repairs and ongoing maintenance, as well as potential solutions to our current TTHM issues. A general estimate has been given to rehab the tank at \$225k-275k for the resurfacing and \$350k-400k for the aeration (TTHM solution) portion. Staff has been investigating alternatives and potential funding sources. *A recent suggestion by the State Water Board brought forth a potential alternative involving reversal of the flow between the two storage tanks and placing an aeration system in the smaller tank, which could be substantially less expensive.*

**System Controls** – Frank Cornejo worked with TESCO and obtained an updated estimate on replacement of the aged system of about \$450k. Frank has stated that this project might be put off and the controls might “limp along” for another 18 months while we attack other water issues. Staff has been investigating alternatives and potential funding sources.

**Floating Solar** – A contract was signed with *Infratech Industries* for the placement of a floating solar array on the City Water Ponds for the purpose of producing power for the Water Treatment facility. Staff is working with the folks at *Infratech* to accomplish this in the coming months. Permit applications have been received and engineering drawings reviewed by the City Engineer. *Infratech’s* interaction with the IID is ongoing to help facilitate the viability of the project.

### SEWER ENTERPRISE

**WWTP Project** – *The project was advertised for construction bids and the pre-bid conference held last week. Bids are expected to be received within the next few weeks and the bid opening will be scheduled for the week after Easter.*

### TRANSPORTATION PROJECTS

**Fourth Street Improvement Project** - The Fourth Street Improvement project (funded by Caltrans) includes utility relocation, street widening and the installation of a Class I bikeway, curbs, gutters and sidewalks between Cedar & Walnut Avenues. Contracts with the Holt Group for construction management services, Sierra Materials Testing for Independent Assurance Testing and Hazard Construction for construction services were approved by Council. The schedule had been reworked to include of the water main project, which has been completed. The work on this phase has begun, *but a couple of unexpected field conditions have required additional design, which has slowed the field work.*

**Fifth Street & Grape Avenue Pedestrian Roadway Improvement Project** – After completing construction on the south side of Fifth Street, the City received word from ICTC that funding was/is available under CMAQ to complete the north half of the intersection as a separate project. The Holt Group is working on the RFP for construction services and encroachment permit with Caltrans. *Advertised for construction bids and a pre-bid conference are scheduled for this month.*

## PUBLIC WORKS

### PARKS

**Alamo River Recreation Trail** - The fourth phase of this project includes trail and bridge improvements between Fern Avenue and Earl Walker Park. Construction activities began, with the two bridges set to be delivered this month.

An issue arose with the management of the project construction and construction activities were temporarily halted in December. A reduction in the scope of the Mia Lehrer contract was negotiated to exclude the Construction Management work, as they were unable to perform those functions. Richard Ransdell was engaged as a labor compliance officer and David Dale, formerly of Dynamic Consulting, took over the CM duties for the amount relinquished by Mia Lehrer. Construction had been expected to be completed sometime in February or March.

The groundwater issue that arose with placement of the bridge abutments was solved when Council approved a \$52k Change Order in January. *The drilling for the bridge abutments took much longer than expected, but has been completed. The concrete work is currently being finalized and the contractor expects to set the bridges in place on March 30, pending pressure testing of the concrete. The trailhead signs will take a few more weeks beyond that to be produced.*

## ADMINISTRATION

**BUILDING PERMITS** - *The City has issued 6 building permits during 2015.*

**Auto Zone** – *Plans for this project have been submitted and the first round of plan check comments have been returned to their design engineers.*

### FINANCE

The Finance department continues to work with the audit team from Moss Levy to complete the necessary requirements for the 2013-14 audit. Work was also completed recently on an audit of LTA Funds.

## OTHER

**Imperial Regional Detention Center** – The Detention Facility has been up and running for the past few months, taking its first detainees in September, 2014. The facility is currently housing over 700 detainees. *The City recently received payment of just over \$57,000 for October-January, 2015. Now that the threshold has been reached, the City should see a continuous stream of payments for its participation in the endeavor.*

**Holtville Estates** - The Holtville Estates continues to build the second phase of their 30-unit development. Three homes have been sold with two occupied, a fourth is under contract to be imminently sold.

**MEETINGS & EVENTS RECENTLY ATTENDED:**

- 02/20/15 Management Staff Meeting *City Hall*
- 02/25/15 Imperial State of the City Address *The Movies, Imperial*
- 02/25/15 RDA Successor Agency Oversight Board Meeting *City Hall*
- 02/26/15 Call with NADBank Personell re: WWTP Ribbon Cutting *Conference Call*
- 03/02/15 Management Staff Meeting *City Hall*
- 03/03/15 Status Meeting for Fourth Street Project *City Hall*
- 03/03/15 WWTP Improvement Project Mandatory Pre-Bid Conference *City Hall*
- 03/03/15 California Midwinter Fair *Fairgrounds, Imperial*
- 03/04/15 Staff Luncheon *Fairgrounds, Imperial*
- 03/05/15 Meeting with CalRecycle Reps re: Local Recycling Levels *City Hall*
- 03/05/15 Imperial County Service Clubs Luncheon *Fairgrounds, Imperial*
- 03/05/15 California Midwinter Fair *Fairgrounds, Imperial*
- 03/05/15 Meeting to Finalize Equipment Exchange with Van Dyke *City Hall*
- 03/06/15 Alamo River Trail Progress Meeting *City Hall*
- 03/07/15 California Midwinter Fair *Fairgrounds, Imperial*

**UPCOMING EVENTS:**

- 03/09/15 Management Staff Meeting *City Hall*
- 03/09/15 OEDC Meeting *SDG&E (EC)*
- 03/10/15 Fourth Street Construction Progress Meeting *City Hall*
- 03/11/15 ICTC Management Committee Meeting *City of El Centro*
- 03/11/15 CCMA Meeting *City of El Centro*
- 03/16/15 Management Staff Meeting *City Hall*
- 03/17/15 Fourth Street Construction Progress Meeting *City Hall*
- 03/26/15 IVECA Board Meeting *EC ED Offices*
- 03/26/15 Imperial County League of Cities IV Chapter Dinner *TBD*
- 03/31/15 Bid Opening for Fifth & Grape N Side Improvements *City Hall*
- 04/01/15 Brawley High School Career Day *BUHS Campus*
- 04/16/15 Holtville Farmers Market *Holt Park*

If you have any questions about any of the information presented, please feel free to contact me directly.

Respectfully submitted,



Nicholas D. Wells  
(760) 356-4574



# City of Holtville

## Report to Council

MEETING DATE:	3-9-15
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

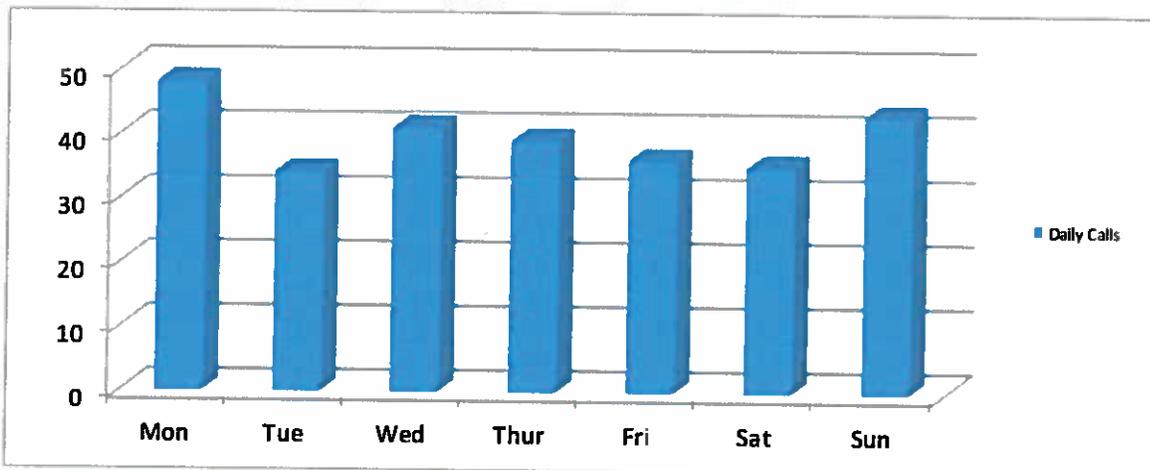
**Date Issued:** March 3, 2015  
**From:** Sergeant Manuel De Leon, Chief of Police  
**Subject:** Holtville Sheriff's Monthly Report – February 2015

**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.**

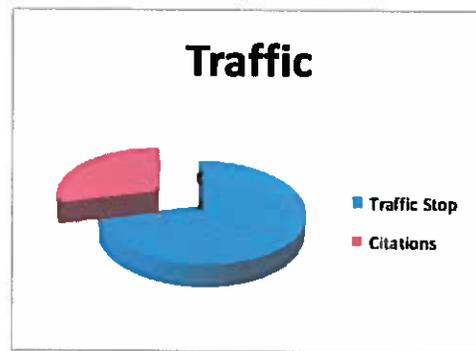
The following is a summary of statistics for the Holtville Sheriff's Deputies for the month of February 2015.

**Calls For Service:**

- **276** total incident reports, which were entered into Spillman Computer Database by the Imperial County Sheriff's Dispatch Center. These calls consisted of requests for Sheriff's services.
- The highest volume of calls for service occurred on **Monday** with **48 calls**. The highest volume of calls occurred from **8:00 p.m. to 9:00 a.m.**

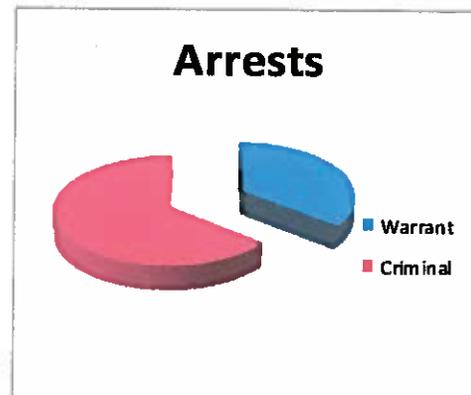


<i>Traffic</i>	<i>Total</i>
Traffic Stops	73
Citations Issued	30
Traffic Collisions	4
DUI's	0



<i>Crimes</i>	<i>Total</i>
Burglary	3
911 Calls - Hangups	3
Vandalism	4
Disturbing the Peace	12
Narcotic Offenses	3

<i>Arrests</i>	<i>Total</i>
Warrants	5
Criminal	9
<b>Total</b>	<b>14</b>

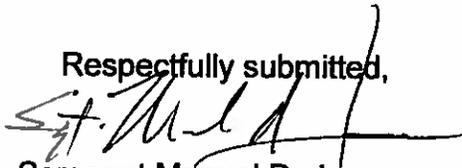


<i>Miscellaneous</i>	<i>Total</i>
Animal Problem	2
Alarm Calls	14
Deputy Request	5

The following is a brief summary of incidents and events that the Holtville Police Department has been involved in during the month of February 2015.

- On February 2, 2015, Deputies assisted with the Carrot Parade and festivities throughout the city. No significant events occurred during this time period.
- On February 9, 2015, Two deputies attended Driving Under the Influence training in Riverside, Ca.
- On February 9, 2015, I attended the Holtville City Council Meeting at the Civic Center.
- On February 13, 2015, Deputies took a traffic accident report for vehicle against pedestrian at 5<sup>th</sup> Street and Grape Avenue.
- On February 18, 2015, Deputies took a report for the theft of the "Rose" street sign.
- On February 29, 2015, Deputies attended training on using an update to our database for documenting reports and also took online training on using effective communications.
- Due to several calls in late January and early February, the Probation Department and Holtville Deputies conducted two sets of probationary compliance checks. One check was conducted on February 4 and the second on February 25, 2015. 5 arrests were made during these compliance checks.
- Deputy E. Contreras was on vacation for the first two weeks of February.

Respectfully submitted,



Sgt. Manuel De Leon

Sergeant Manuel De Leon



**City of Holtville  
REPORT TO COUNCIL**

MEETING DATE:	3-9-15
APPROVED FOR AGENDA	<i>[Signature]</i>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED**      March 4th , 2015  
**FROM:**              Public Works Foreman  
**SUBJECT:**          Bi Monthly Report.

**THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.**

The purpose of this report is to inform Council of Public Works activities since the last council meeting. Public Works has been actively working on or completed the following:

- Cleared sewer plugs at different locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at park and around town.
- Patch potholes in different locations in town.
- Ran main sewer lines in different locations in town.
- Repaired 12" waterbreak in front of 807 Olive Ave.
- Installed 5-3/4" water meters.
- Repaired 4" waterbreak at Holt Park.
- Installed a 4" clean out at the Holtville Library.
- Caught 8 dogs.

Respectfully Submitted,

Alejandro Chavez  
Public Works Foreman  
City of Holtville



**City of Holtville**

**REPORT TO CITY COUNCIL**

MEETING DATE:	<u>3-9-15</u>
APPROVED FOR AGENDA	<u>M</u>
CITY MANAGER	_____
FINANCE MANAGER	_____
CITY ATTORNEY	_____

**DATE ISSUED:** March 4th, 2015

**FROM:** Frank Cornejo  
Water/Wastewater Operations Supervisor

**SUBJECT:** Water / Wastewater Plant Operations & Maintenance Summary

***THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.***

The purpose of this report is to inform council of the operations and maintenance activities completed at the City's water-wastewater treatment facilities during the period between 02/18/15 to 03/04/15.

Water Treatment Plant:

- Staff replaced faulty 6" plug valve on South Clarifier drain port
- Staff repaired ruptured chlorine line on Distribution Pump Station injection point.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Waste Water Treatment Plant:

- Staff took west secondary clarifier out of service for drain port valve repair work.
- Staff took all routine samples, completed all regulatory reports, and maintained operational records as required.

Respectfully Submitted,

Frank Cornejo,  
Water/Wastewater Operations Supervisor  
City of Holtville